

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-216 **Issue Date:** 12-10-14 **Closing Date:** 12-29-14

Social Worker II
Domestic Violence
Department of Human Services
Hourly Wage: \$19.51/Regular/Full-Time

This is a varied and responsible coordinating position for the Yakama Nation. Work is highly confidential and sensitive in providing services through the Family Violence Prevention, STOP (Stop Violence against Indian Women), and related programs. This position is responsible for providing case management services including, intake assessment, planning, and coordination, service delivery, documenting progress, and providing resources referral information. This employee will work closely with laws enforcement agencies, court services, and social service organizations. The employee will maintain good working relationships with vendors, general public, social service, and education and law enforcement organizations with the tribe, county, state and local level.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation Personnel Policies.
- Knowledge of administrative policies and procedures.
- Knowledge of governmental bookkeeping/accounting principles and policies.
- Knowledge of Yakama Nation grants/contracts policies and procedures.
- Knowledge of general ledger accounting system.
- Knowledge of Yakama Nation financial documents such as: purchase orders, payroll actions, travel authorizations, timesheets, budget modifications, grants/contract document, computer printouts, resolutions, and committee actions.
- Ability to communicate and establish a good working relationship with various tribal programs, federal/state agencies and general public/vendors.
- Ability to write clear and concise reports, memoranda, and letters.
- Ability to develop comprehensive program plans.
- Ability to accomplish assigned coordinating tasks with minimal supervision.
- Ability to research problem areas and provide effective solutions.
- Ability to meet and work with the public and to address problems and issues tactfully, courteously, and objectively.
- Ability to plan and supervise the work of others.
- Ability to prepare budget plans and financial determination on expenditures as required.
- Ability to conduct research and/or provide technical assistance in preparation for training and/or workshops, as needed.
- Skills in use of computers and software, knowledge of databases.
- Skill in work processing computer worksheets, spreadsheets and input.

General Recruiting Indicators and Minimum Requirements:

- Enrolled Yakama preference.
- Bachelor's degree in Psychology or related field.
- Two years experience working with Domestic Violence & Sexual Assault.
- Certificate in Chemical Dependency.
- Two years experience working with Chemical Dependency.
- Two years progressive bookkeeping responsibilities with experience in grant/contract or tribal bookkeeping work experience.
- Registered Counselor.
- Valid Driver's License with ability to obtain a Tribal Driver's Permit.
- Current private vehicle liability insurance as required by the Yakama Nation Insurance Office.
- Current medical/physical examination, including (TB) skin test.
- Must obtain first aid card.
- Ability to pass a criminal background check.
- No drug and /or alcohol abuse offenses for past two years.
- No criminal record.
- Must be able to pass pre-employment drug and alcohol test.